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[Signature]

4 November 1952

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MEMORANDUM FOR: [REDACTED]

Special Assistant to the
Deputy Director (Administration)

SUBJECT : Administrative Support of Special Projects

1. As a result of a discussion between Mr. Wolf, [REDACTED] and me, it was agreed that development of administrative plans would follow the general sequence outlined below:

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a. The DD/P area will conceive a project and indicate in general terms how they propose to implement it.

b. They will then turn to a focal point in the DD/A area for assistance in developing an administrative plan.

c. Working in conjunction with the Chief of Administration and the other central administrative offices, this focal point will insure the development of the administrative plan.

d. This plan will actually be that of the CAO/DDP. Upon its completion it will be submitted to DD/A.

e. If DD/A approves of the plan it will then be presented to the DD/P.

2. The foregoing services the principle of making the administrative plan a DD/P plan acceptable to DD/A, and not a DD/A plan acceptable to DD/P. However, it does mean that the DD/A elements would do most of the work in developing the plan.

3. Would you please expedite revision of Section [REDACTED] which is attached, along these lines.

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L. K. WHITE
Assistant Deputy Director
(Administration)

3 Att.

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